

PERSONNEL BOARD MEETING
Tuesday, December 3, 2002

Convened: 7:30 AM

Present: Anthony Froio, William McGovern, Robert Cashman

Also present: Daniel Morgado, Michael Hale, John Knipe

Presiding: Anthony Froio

- I. The Board voted to approve the minutes of the September 26, 2002 meeting
- II. The Board signed all Job Action Request forms presented. Mr. Knipe came before the Board to request an additional step raise utilizing section 15D of the Personnel Bylaw for Ed Hayes. Mr. Froio read the language from the bylaw and asked Mr. Knipe to comment on why he believed Mr. Hayes is deserving of an additional step raise. Mr. Knipe replied that Mr. Hayes' performance has been exceptional and his job knowledge is excellent. The Board voted 3-0 in favor of Mr. Knipe's request.
- III. Mr. Morgado reviewed the staffing levels by department. He also presented a handout of the health insurance enrollments that have been tracked for the past few years.
- IV. Mr. Morgado informed the Board that the annual sexual harassment training will take place in Friday, December 6th. All supervisors and new hires attend. Mr. McGovern offered his assistance in providing additional training opportunities for municipal supervisors.
- V. The Board discussed the department head compensation review proposal submitted by MMA Consulting Group, Inc. On a motion by Mr. Cashman, seconded by Mr. McGovern, the Board voted to recommend the hiring of MMA Consulting Group, Inc.
- VI. Mr. Morgado presented a handout to the Board illustrating the various salary adjustments for each of the collective bargaining groups and the non-union employees for the past five years. He informed the Board that the document was given to the school administration in preparation of their collective bargaining negotiations with the teachers union.
- VII. Mr. Hale presented a draft copy of a maternity leave policy. Mr. McGovern stated that he would like additional time to review the policy. He stated that he will comment on the policy at the next meeting.

The meeting adjourned at 8:35 AM

Respectfully submitted,

Michael R. Hale
Assistant Town Manager

